Welcome!

PRECINCT ELECTION OFFICIAL TRAINING
MARCH 17, 2020
PRIMARY ELECTION

Thank you for serving as a Precinct Election Official (PEO)

- We can't have an election without you!

- We value your feedback!
  - Survey available after Election Day on the Board of Elections website.
  - See the first page in your manual for a link.

thank you

Need Help?

Call the Board of Elections anytime to help with your questions.

Refer to the inside front cover of your manual for contact phone numbers.

Our website also contains training materials and videos for your reference.

elections.bcohio.us

HELP DESK

fa20116539 FreeArt ©

Payroll

Important Information for Precinct Election Officials

If you have changed your banking information you must complete a new Direct Deposit Form and Provide a Voided Check or a Letter from your Bank.

Name Change – you must complete the Name Change Form provided by the County Auditor's office and provide documentation

Address Change – you must complete the Address Change Form provided by the County Auditor's office.

If you do not provide the documentation by Friday, March 6th 2020, it could possibly delay getting paid.

PEO Assessment

- The assessment paper must be completed and turned into a Trainer at the end of class.

- Board of Elections will place PEOs by assessment results.

- Each PEO must take the assessment individually (no sharing answers).

Agenda and Manual

About Your Manual

Election Overview

- Voter Assistance Judges
- Provisional Review Judges
- Check-in Judges/Processing Voters
- Managing the polling place
- Preparing for Election Day
- Closing the Polls

READ and STUDY your Manual at home to become comfortable with the other procedures.

Election Overview

Primary Elections
- Voters vote by party
- Nominate candidates
- Held in May (except presidential years)

General Elections
- Elect candidates
- Held in November

Special Elections
- Usually only contain questions and issues
- Held with a Primary or General or in August
- May be required if there is a vacancy in office

Important Election Terms

Precinct:

- A district within a county established by the Board of Elections within which all qualified electors live and vote at the same polling location.

Precinct Election Officials:

- Qualified electors in the county and appointed by the county Board of Elections to conduct the elections in a polling location in the county. Also referred to as judges and poll workers.

Election Terms

Location Supervisor

- The precinct election official in your location who is responsible for managing the location, including:
  - setting up the equipment
  - supervising the Precinct Election Officials
  - formulating a work plan for Election Day, including work assignments and schedules,
  - returning supplies to the Board of Elections, and
  - overseeing the location to ensure the election is run properly.

You're Part of a Team

Teammates include:

- Location Supervisor (LS)
  - Lead technical and administrative supervisor
- Designated Judge (DJ) – aka Driving Judge
  - Picks up supplies and returns them with LS
- Check-In Judge/Guide
  - Checks in all voters on E-poll books
- Provisional Review Judge/Guide
  - Reviews provisional envelopes for completion
- Voter Assistance Judge
  - Assists voters as needed at the voting units

You're Part of a Team

Everyone helps to:

- Set up location on Monday evening
  - Including setting up voting equipment & voter tables
- Verify location is accessible for all voters
- Confirm zero ballots cast and issued on all voting units and E-poll books Tuesday morning
- Assist voters as directed
- Help close the polls, run required reports and pack equipment for return to the Board of Elections

The Basics of Serving

Work Schedule:
- Monday from 6:30pm to about 8:30pm
- Election Day from 5:30am to about 8:30pm
- Breaks will be scheduled

Please Remember

DO:
- Look and act professional (business casual)

- Work well with other workers, Location Supervisor and Staff

- Resolve problems for voters

- Call the BOE with any questions

- Keep calm and help the voter in front of you

- Be smart about social media

DON'T:
- Campaign or attempt to influence any voter (this includes social media on election day)

- Use anything that distracts from your duties **(like cell phones, computers, iPods, books, etc.)**

- Offer baked goods, etc. for sale

- Place food or drinks on or near electronic equipment check-in table

- Engage in any activities identified as illegal or unacceptable.

Remember to bring enough food and medicine for the day.

Ethics for all Election Workers

➢ All Election Workers must familiarize themselves and comply with the Ohio Ethics Laws and the Secretary of State's Ethics Policy (manual page 12).

Voter Assistance Judge
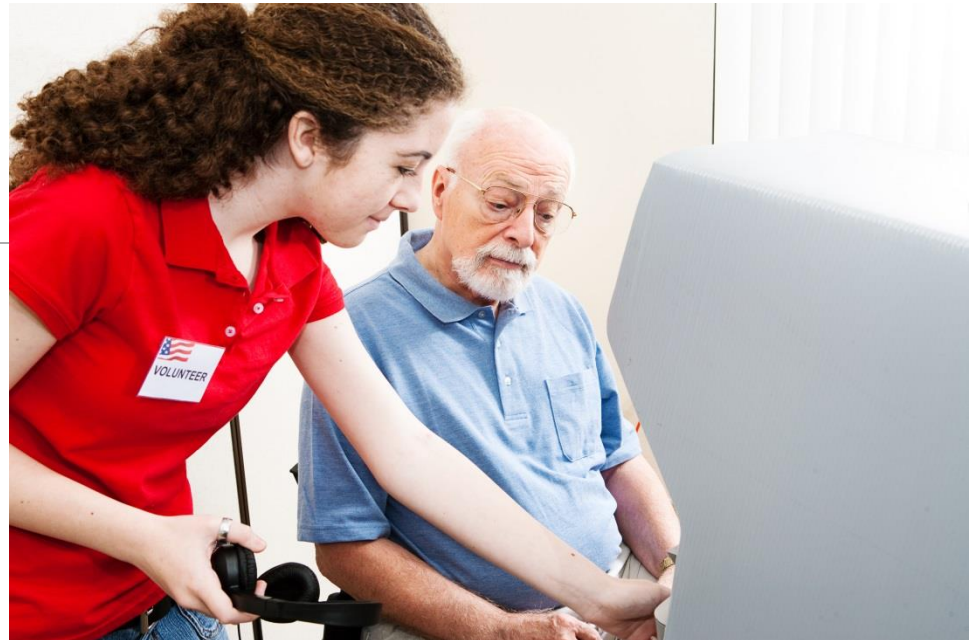
Voter Assistance Judge Duties

- Assist voters as needed at the voting units or paper ballot table.

- Adjust voting equipment for voters in wheelchairs.

- Help to identify if a voting unit is malfunctioning and notify the Location Supervisor.

- With a partner of opposite party, assist a voter reporting a problem with a voter access card by determining if the voter needs a reissue.

Assisting Voters

- You may be asked to help a voter with reading or marking his or her ballot due to blindness, disability or illiteracy.

- You must work with a partner of opposite party to assist a voter with his or her ballot.

- No form is needed to assist voters.

- Voters may also request assistance from an individual of their choice, as long as it's not their employer, agent of their union or a candidate.

Using the Visually Impaired Ballot Station (Unit 1)

- Voters with visual impairment may receive an audio ballot to use on the #1 unit.

- Voters may require assistance using the keypad at the #1 unit.

- Refer to the manual for the audio keypad functions in order to assist voters using the #1 unit.

Voters with Mobility Impairments

Refer to key guidelines on page 53 for assisting voters with mobility impairments and ensuring the location remains accessible

Refer to step-by-step instructions in the manual on page 40 to adjust a voting unit for a voter in a wheelchair.

Provisional Review Judges

What is a provisional?

Provisional Ballot

- Given to a voter whose eligibility to vote cannot be confirmed at the polling location, a second chance to vote.

- Voter is given a paper ballot to vote and place inside a yellow provisional envelope with pre-printed information on it that the voter completes to enable the Board of Elections to determine the voter's eligibility to vote.

Provisional Review Judge

Precinct:_____
Party:_____
_____

Provisional Ballot Affirmation
Form No. 12-B Prescribed by the Secretary of State (06/03/2014)
R.C. 3503.16; 3505.18; .181, .182, .183.

NEW: Make sure Check In Judge wrote Precinct and Party.

1. Voter Must Print Name

2. Voter must write date of birth

3. Repeat Voter's Current Address back to make to ensure they listed the correct address not the previous address.

4. If address change, voter must check box may provide former address.

5. Voter must provide ID. Voter may write DL# of State ID#, Last 4 digits of SS#, or check the box indicating which ID they are showing you.

Voter Must Sign Name

PEO Initials

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

Check-in Judges
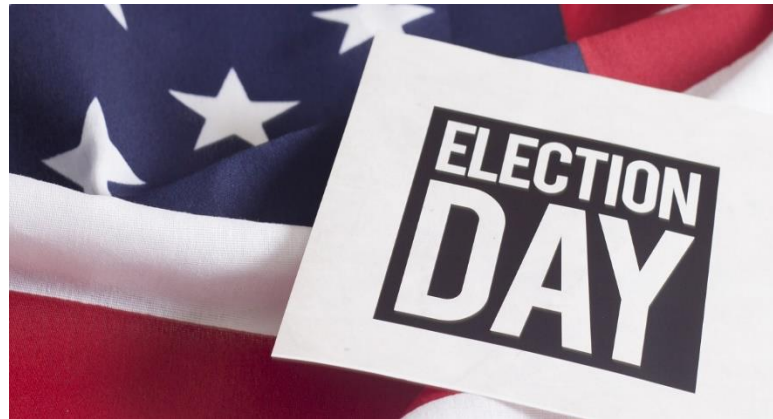
Types of Voters

Regular Voters

- Any voter who meets all of the following requirements:
  - Name and address current in e-poll book, OR
    - Voter has legal proof of name change
    - Voter moved within the same precinct
  - Is at the correct polling location
  - Has no Red Code in e-poll book
  - Has proper identification (see page 13/85)

- NOTE: Regular voters can vote on ICX units or on paper.

Types of Voters

Provisional Voters

Any voter who can't be confirmed at the polling location because:
- Has no proper ID
- Has changed name and doesn't have legal proof
- Has a Red Code in E-poll book indicating absentee ballot issued or Voter Notification Card returned undeliverable
- Has moved to a new precinct and didn't update registration
- Is at the wrong location and refuses to go to the correct location
- Is not listed anywhere in the e-poll book.

Remember: A Provisional Voter **MUST** receive a yellow envelope and the correct **ballot**!

Key Guidelines for Provisional Voters

Yes, provisional ballots are counted.
- The information on the Yellow Provisional Envelope is used to confirm a voter's eligibility. It also treats as a voter registration card.
- Once a voter's eligibility is confirmed, the provisional ballot is counted in the Official Count of the election.

Provisional envelopes must be completed correctly and provisional voters must vote in the correct place or their vote will not count.
- Check-In Judges must ensure voters are in the correct polling place.
- Voters must complete the information on the Envelope correctly or their vote won't count.
- Provisional Review Judges must carefully check to ensure the voter completed everything required.
- Use the laminated template to review all provisional envelopes to ensure the voters complete everything required.

Lost Voters

Voters at the wrong polling location must go to the correct location.

- Email, text or print them a receipt from the E-Poll Book to send them to the right place.

Remind any voter who insists on voting at the wrong location that <u>votes cast in the wrong polling location WILL NOT count</u>.

Acceptable Voter ID

Photo ID:
- Issued by the U.S. government or state of Ohio
- Must meet following criteria:
  - Not expired
  - Has voter's name unless voter has legal proof of a name change to complete Form 10-L
  - Has voter's current address unless it is an Ohio Driver's License or State ID

Remember: OH Driver's License or State ID MAY have an old address.
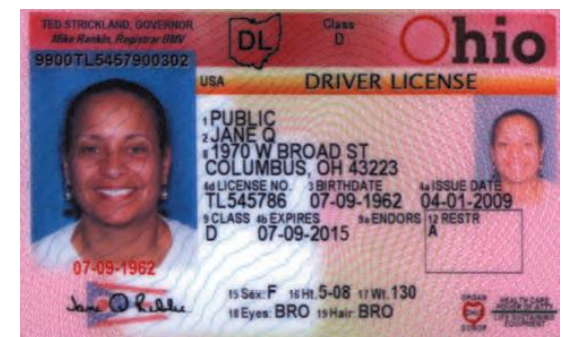
Acceptable Voter ID

New Ohio Drivers License

Below are images of a compliant and standard driver's license or state identification card:

FRONT OF COMPLIANT DRIVER LICENSE
(Star in upper right-hand corner indicates federally compliant driver license)
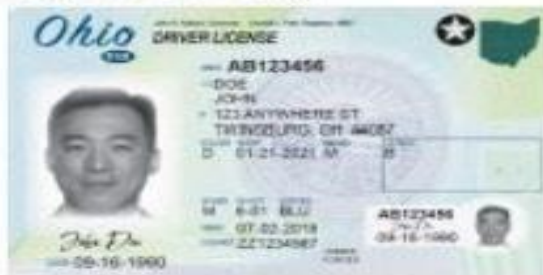
BACK OF COMPLIANT DRIVER LICENSE

FRONT OF STANDARD DRIVER LICENSE
(No star in upper right-hand corner indicates a non-federally compliant driver license)
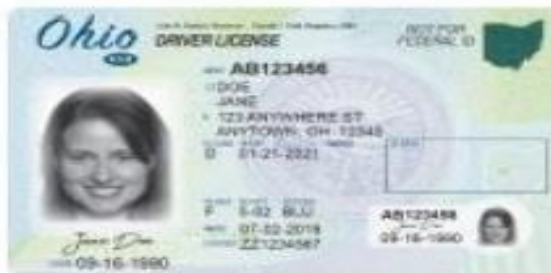
BACK OF STANDARD DRIVER LICENSE

Acceptable Voter ID

Military ID

- Military ID cards or copies of them are okay even if the voter's name and address is not on the card.

Acceptable Voter ID

Non-Photo ID

- Must contain voter's correct name and current address
  - Unless voter has legal proof of a name change for Form 10-L
- Must be current within one year
- May be original document, copy, or displayed on electronic device

Types of Valid Non-Photo ID

- Utility bills
- Bank Statements
- Government Checks
- Paychecks or direct deposit receipts
- Other Government Document (for example:) Letter or notice
- Tax bill
- College/university/community college transcript or grade report

Samples of Valid Non-Photo ID

Unacceptable Voter ID

- Driver's License or photo ID issued by a different state
- Social Security Card
- U.S. Passport
- Birth Certificate (unless voter still lives in house where he or she was born and it contains the voter's address)
- Insurance Cards
- Registration notice from Board of Elections. Other documents from the Board of Elections are valid as government documents.

Set Up E-Poll Books

Electronic Pollbook Transport Case Diagram

2 — Under Electronic Pollbooks

6 — Charging Cords

— EPB Cords (2)

— MiFi Hotspot Cord (1)

— MiFi Hotspot Plug (1)

1 — Printer w/ Power Cable (2)
4 — Stylus (2)
2 — Electronic Pollbooks (2)
5 — Extra Printer Paper Rolls (2)
3 — MiFi Hotspot (1)
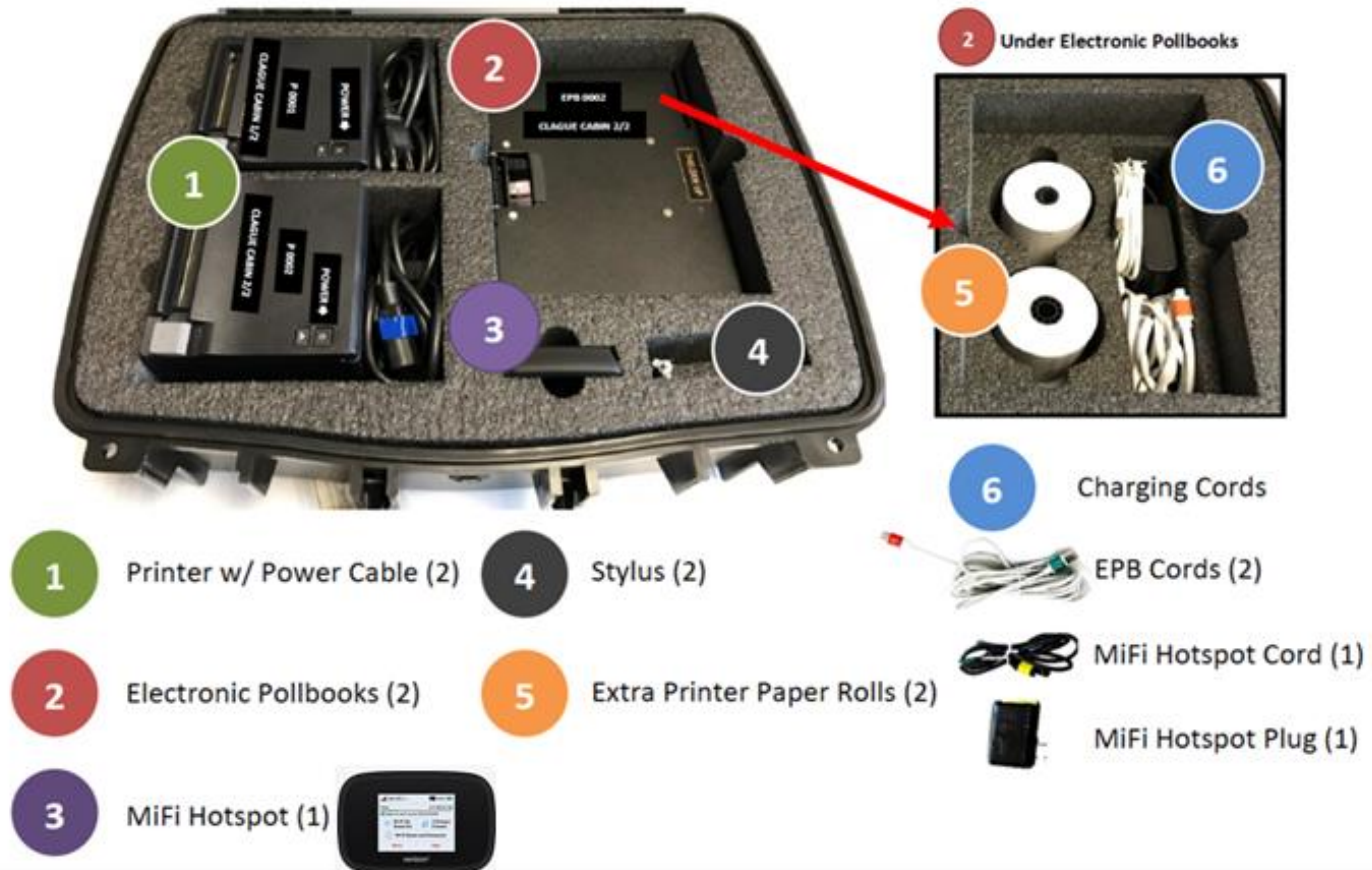
Mandatory Sequence: Set up MiFi Device

Plug in and turn on the MiFi Device

1 per location

LS only to set-up

Mandatory Sequence: Set up Printers

Plug in and turn on the Printers

Match Printer number to number on front of E-Poll Book Tablet

Mandatory Sequence: Set Up IPad

Set Up and turn on the Touchpad

Use grey power button to turn on - if needed, touch home button

Set Up IPad (continue)

STOP! Don't plug the power cord into the Touchpad yet.

Touch EPB
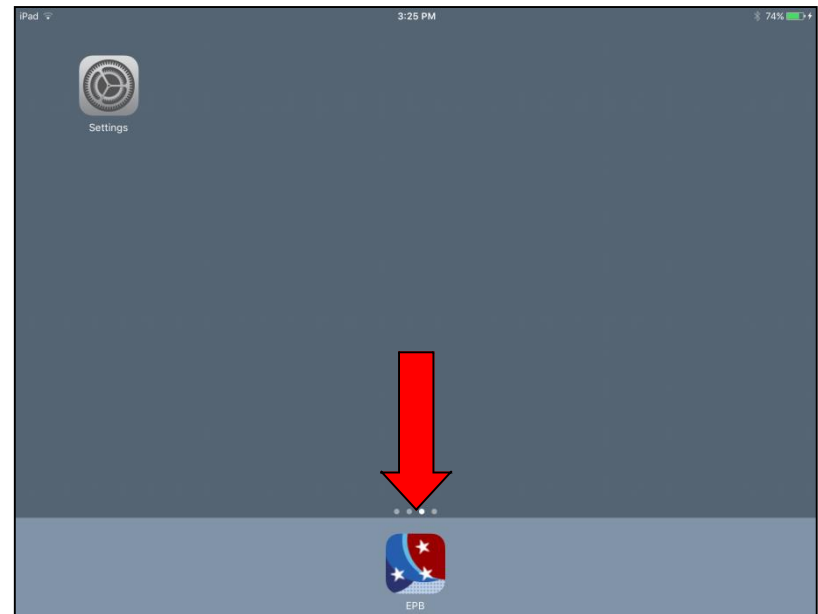
All PEOs Sign into E-Poll Book

Choose One Touchpad to sign in PEOs.

You must sign in and out on the same touchpad.

Touch the e-poll book icon to launch the e-poll book.

IMPORTANT: If a PEO doesn't clock in & out it could put a delay in getting paid!

Signing Into E-Poll Book

From the Start screen, touch the Blue Menu button in the upper right. Select Poll Worker Payroll.
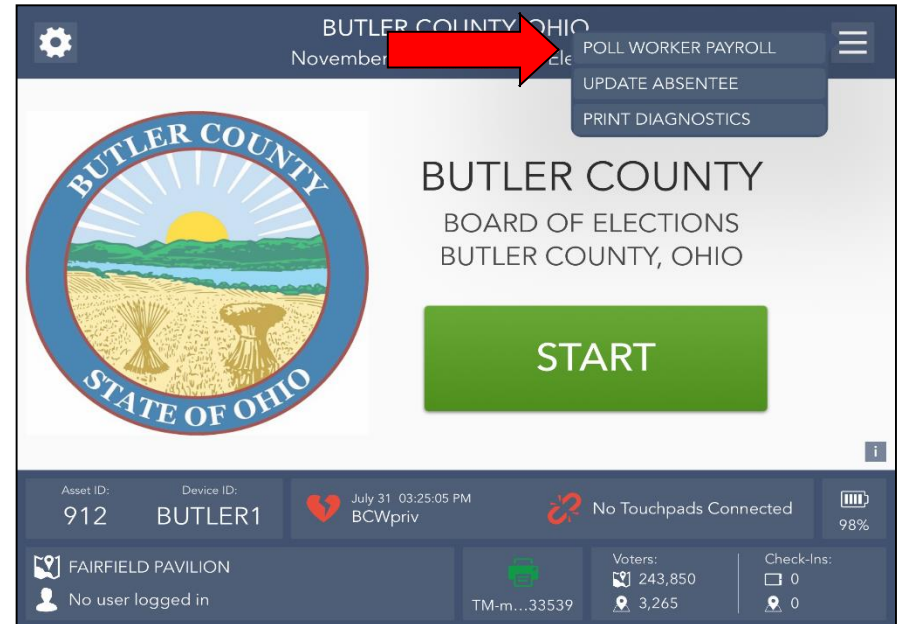
All PEOs Sign In – Only use One E-Poll Book
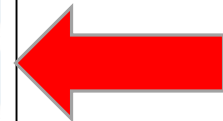
Verify Information is Current

Verify your name, address, and phone number are correct.

- Touch the Red button if any edits are needed.

Touch the Green button to continue to the Oath screen.

Sign the Oath Statement

Read the oath and sign in the space marked using a stylus. Then touch the Green I Accept button.

Signing in on E-Poll Book

Repeat the process for all PEOs.

If you are a replacement worker who does not appear on the list assigned to your location, see your Location Supervisor to confirm that you should be at that location. Touch Add Worker button.

What if you are a substitute worker?

LS will call the Board of Elections to verify you are at the correct polling location.

A list of substitute workers will display. Touch your name to highlight and then touch Continue.

If it does not appear, touch the "I Am Not on the List" button.

Signing In As A Substitute

Select your assignment.

Signing In As A Substitute

Verify your information is correct, or if needed, add your name, address, phone number and party. Touch Continue to sign the Oath Statement.

Once all PEOs have completed the check in and signed the oath statement, touch the Home button to return to the Start screen.

LS Scans Absentee List

LS completes this task:

(LS may assign a PEO)

Select Update Absentee from the Blue Menu on the Start screen.

Note: it is only necessary to do this on one e-poll book in your location.

LS Scans Absentee List

Touch the Scan button

Hold the bar code located under the camera on the e-poll book.
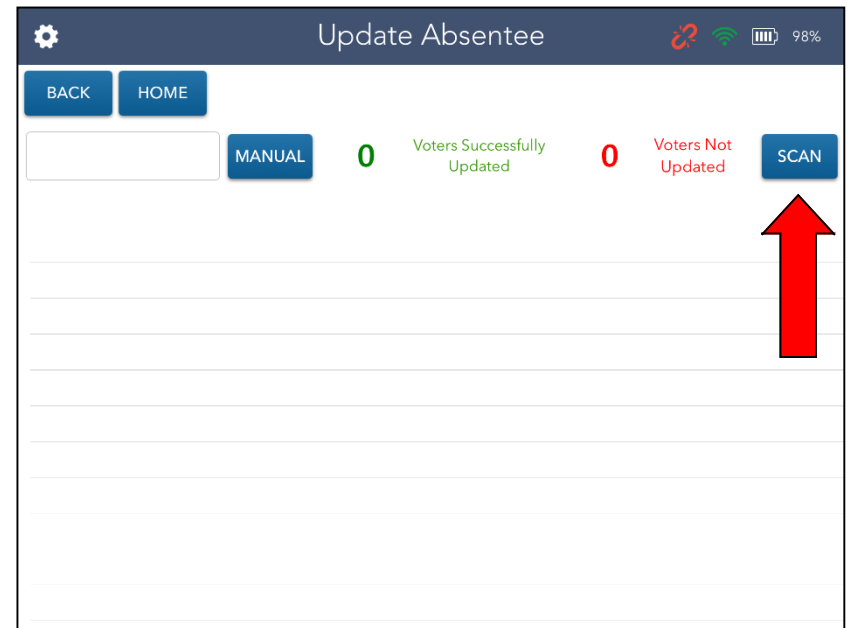
Scanning Absentee Lists

Scanning Complete

Update Absentee

BACK HOME

| | | 5 Voters Succesfully Updated | 0 Voters Not Updated | Scan |
| | Manual | | | |

168121	BELL, RUFUS	12/06/1930	✓ Voter Successfully Updated
168294	JACKSON, YVONNE	05/07/1946	✓ Voter Successfully Updated
150595	LOURY, LORETTA	01/16/1936	✓ Voter Successfully Updated
189330	PHILPOT, BARBARA	08/29/1958	✓ Voter Successfully Updated
168411	PRUITT, EDNA	02/16/1930	✓ Voter Successfully Updated

52

Set Up Other Election Supplies

• Continue following your Checklists to set up all of your other election supplies.

• Diagrams on pages 64 thru 66 illustrate where to place supplies for easy access.

• When finished, all PEOs sign out on e-poll book.
  • Use the same e-poll book you used to sign in.

• LS **must** call Board of Elections to report location is set up.

NOW Plug Charging Cord into E-Poll Book
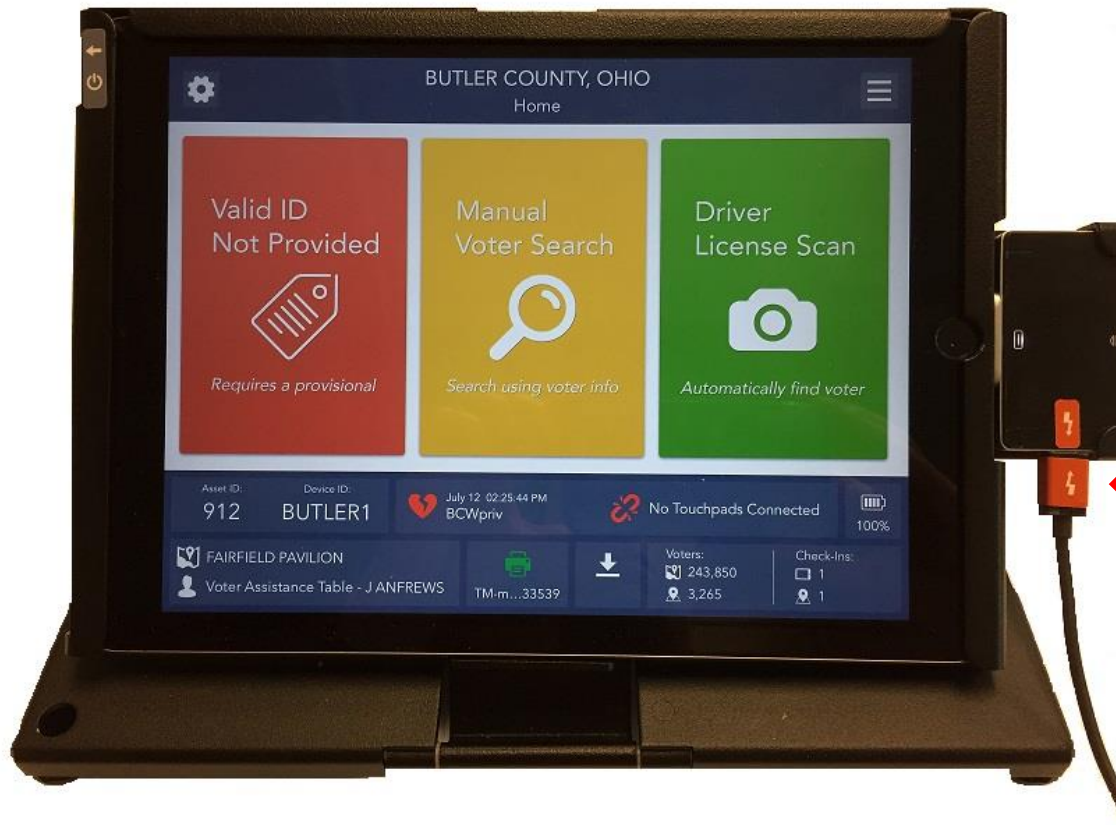
Watch Plug all day
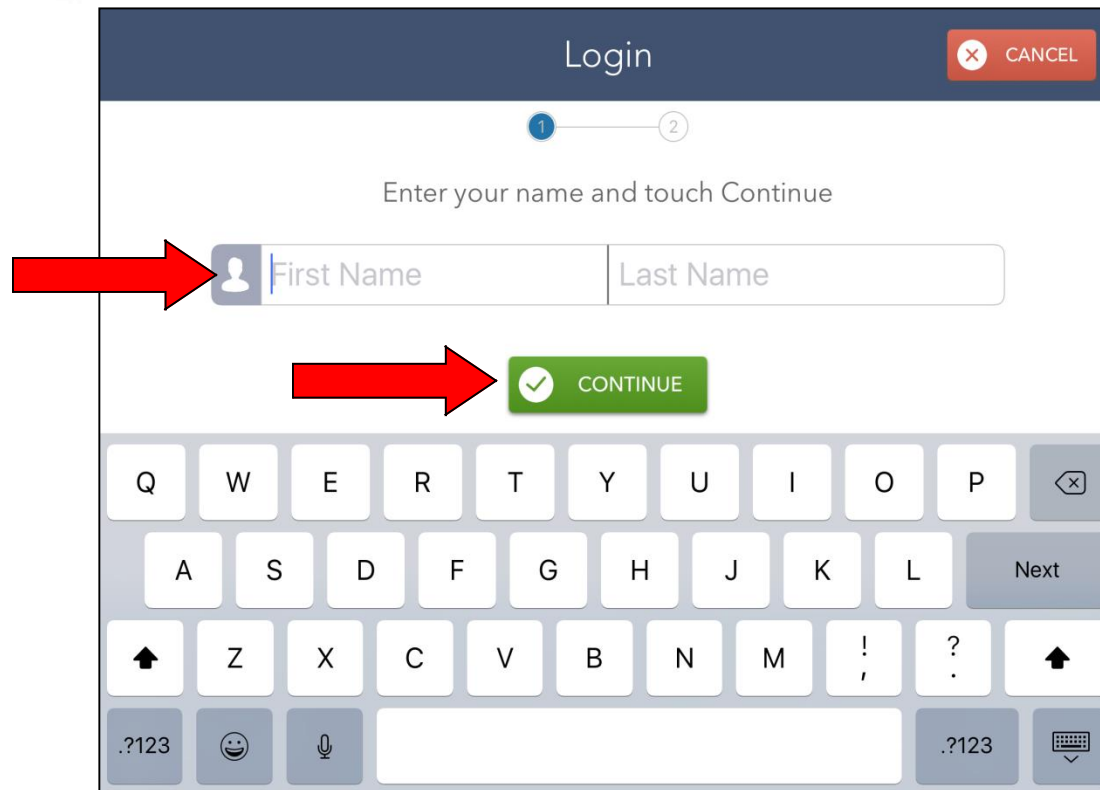
Log Into E-Poll Books by 6am
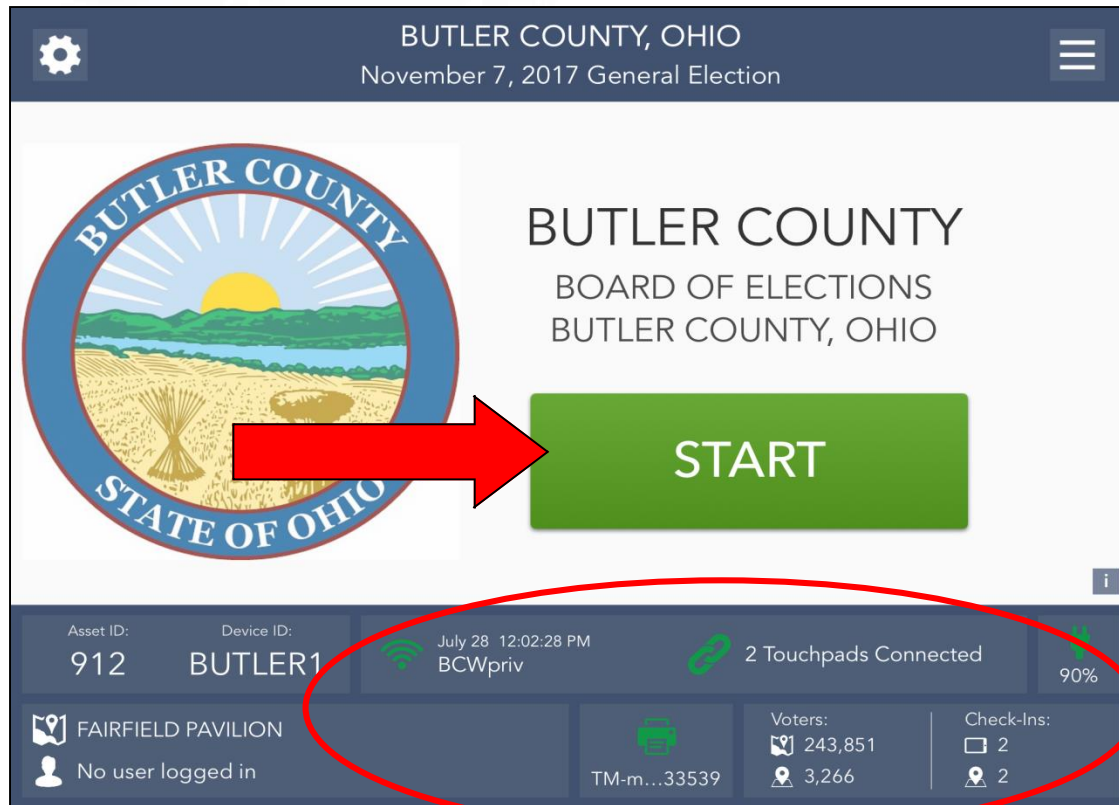
All connections and power should be green

Log Into E-Poll Books

IMPORTANT: Answer YES

Voter Assistant Table

Enter LS and DJ Passwords

Verify Printer is Found

The E-Poll Book Launchpad

The Blue Menu

Searching for Voters from the Launchpad
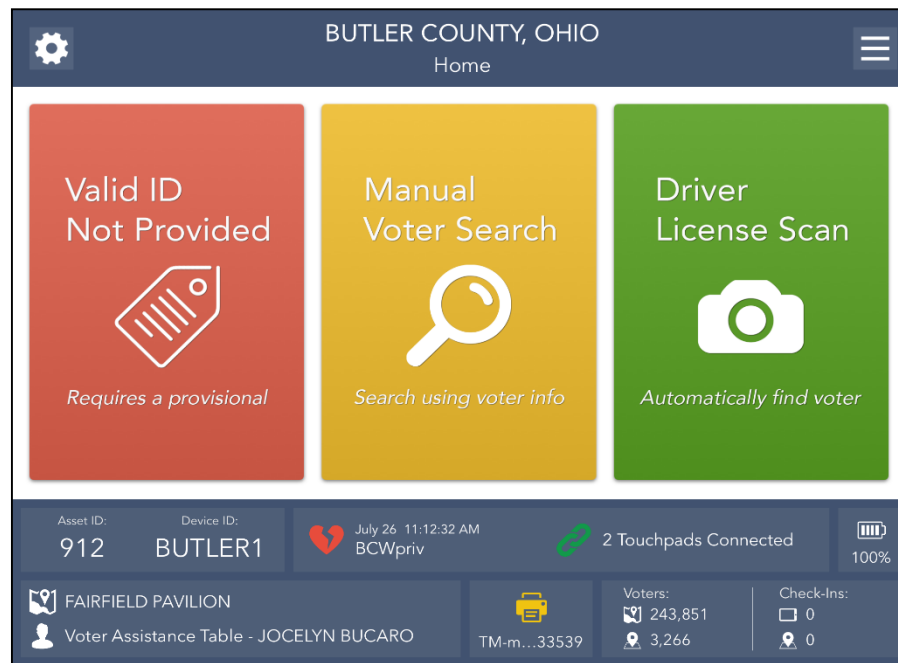
Using the Green Driver's License Scan

Scan Driver's License

Ask: What is your name and current address?

Flip Screen; Voter Selects Party

Ballot Selection

Select your party below.

DEMOCRAT   REPUBLICAN

BACK   HOME

TRAINING

100%   10:32 AM

Voter then signs

Verify Signature and Issue Ballot

Program Card

Insert Voter Access Card

Touch Continue to Program Card

All Done Processing Voter: Great Job!

Note: Audio Ballot for Visually Impaired Voters
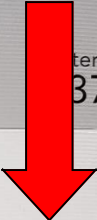
What if the voter requests to vote a paper ballot?

Scan Driver's License

Ask: What is your name and current address?

Voter Confirms

79

Voter then signs

Verify Signature and Issue Ballot

Select Paper Ballot

Retrieve correct ballot & envelope from Ballot Table

•Be sure to retrieve correct precinct ballot.

•Retrieve white Regular Paper Ballot Envelope.

•Write Precinct number and Party (Primary Election Only) in the space provided on the Regular Paper Ballot Envelope.

•Have partner verify the correct ballot.

•Have partner verify the correct precinct and party (Primary Election Only) written on envelope.

Scan barcode on ballot stub

All Done Processing Voter: Great Job!

Processing Complete

95%   11:33 AM

Name	Voter ID	Ballot Style
DAVID DWIGHT LAWSON III	568590	223R

✓ Voter successfully checked in

ⓘ Great Job!

Direct the voter to **Privacy** table

PROCESS NEXT VOTER
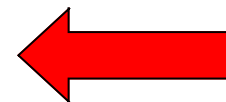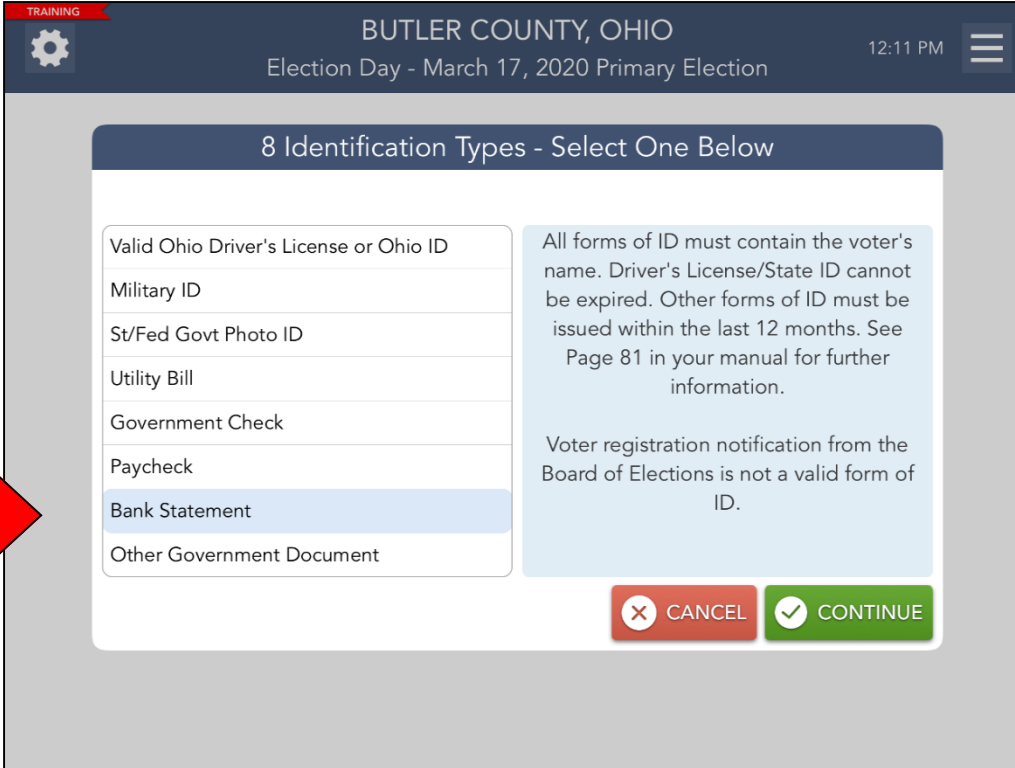
Using the Yellow Manual Voter Search for voters with other Valid ID

Choose type of identification

Enter a few letters of last name and full house number

Select voter from matches

Voter confirms selection

Voter Signs

Verify Signature and Issue Ballot

Program Card

Verify Signature and Issue Ballot

Touch Continue to Program Card

Program Card (or Paper Ballot)

Checking in a voter with no valid ID

Find Voter

Enter a few letters of last name and full house number

Locate correct voter from list and touch Continue

ASK: What is your name and current address?

Not Eligible to vote a regular ballot – No Valid ID

Flip Screen; Voter Selects Party

Voter Confirms

Confirm Signature matches and touch Issue Ballot

Retrieve correct ballot from Ballot Table

1. Be sure to retrieve correct precinct ballot.

2. Retrieve Yellow Provisional Envelope.

3. Write Precinct and Party (*Primary Election Only*) in the space provided on the Provisional Envelope.

4. Have partner verify the correct ballot and Party *(Primary Election Only)* written on envelope .

Scan barcode on ballot stub

All Done Processing – Great Job!

What if the voter is marked not eligible due to Absentee or VNC?

ASK: What is your name and current address?

Voter Confirms

Voter Signs

115

Verify signature and Issue Ballot

Retrieve correct ballot from Ballot Table

1. Be sure to retrieve correct precinct ballot.

2. Retrieve Yellow Provisional Envelope.

3. Write Precinct and Party *(Primary Election Only)* in the space provided on the Provisional Envelope.

4. Have partner verify the correct ballot and party *(Primary Election Only)* written on envelope.

Scan Barcode on Ballot Stub

All Done Processing – Great Job!

What if the voter has moved?

Scan Driver's License or Manual Search with other ID

Re-Direct Voter to correct location???

Update voter's address

Enter new house number and few letters of street

Choose correct address

Enter Apartment # (if needed)

Information is Correct. Touch Continue

Confirm Eligibility

Flip Screen; Voter Selects Party

Voter Confirms

Voter Signs

Verify signature

Retrieve correct ballot from Ballot Table

1. Be sure to retrieve correct precinct ballot.

2. Retrieve Yellow Provisional Envelope.

3. Write Precinct in the space provided on the Provisional Envelope.

4. Have partner verify correct ballot and party *(Primary Election Only)* written on envelope.

Scan Barcode from Ballot Stub

All Done Processing – Great Job!

What if the voter has moved within the same precinct?

Scan Driver's License or Manual Search with other ID

ASK: What is your name and current address?

Edit voter's address

Update voter's address

Type new address – 1ˢᵗ 3 of street

Locate new address

Enter Apartment # (if needed)

Information is Correct. Touch Continue

Voter Select Party

REPUBLICAN

DEMOCRAT

Select your party below.

HOME

BACK
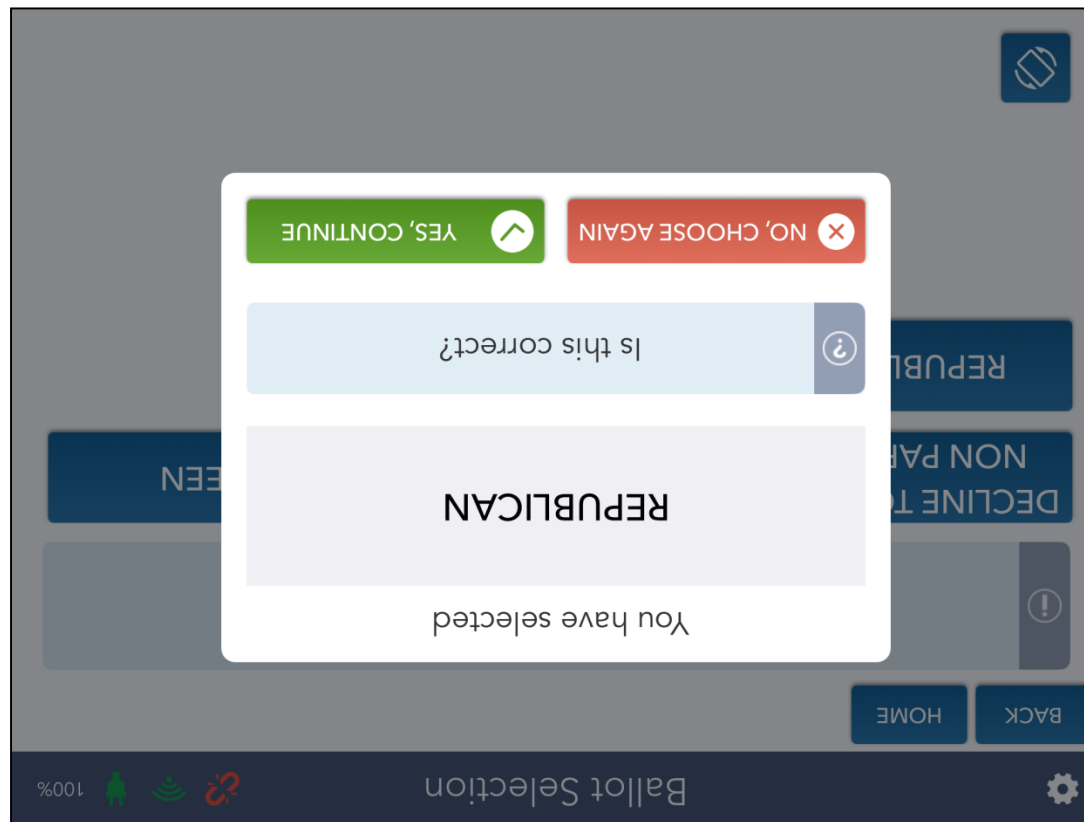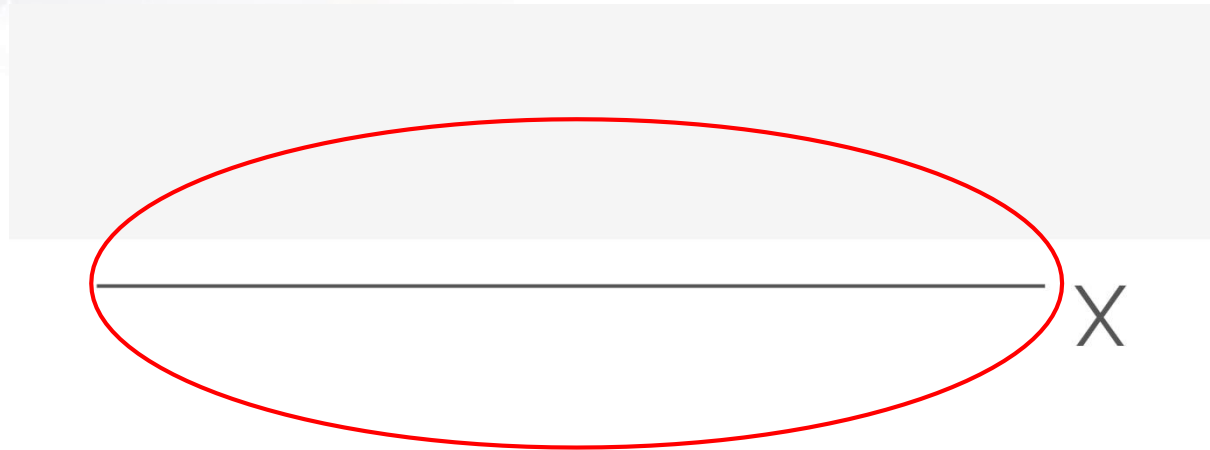
Ballot Selection

12:13 PM   90%
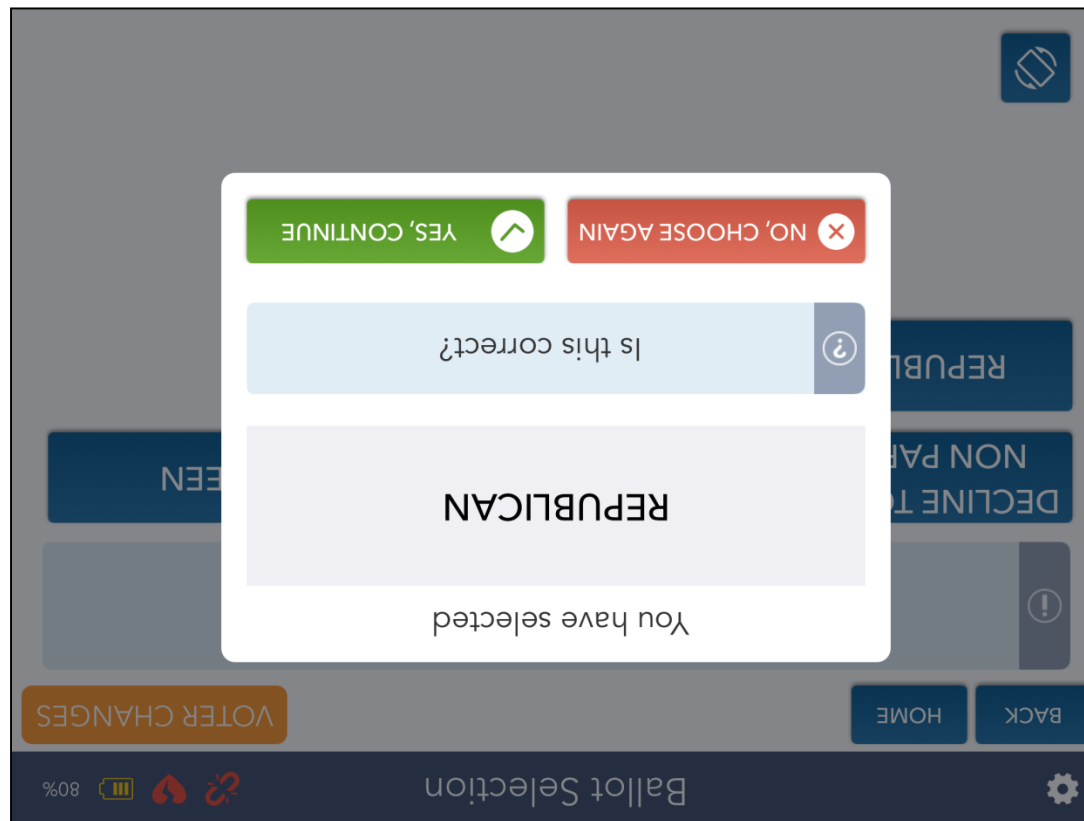
Confirm Eligibility

Voter Eligibility

TRAINING

BACK HOME VOTER CHANGES

Name
GARY JASON AINSWORTH

Birth Year
1977

Voter ID
299196

Address
3315 OXFORD REILY RD
OXFORD, 45056

Precinct - Split
REILY TWP 1

Party
NOPTY

Moved Within Precinct

✓ Voter is eligible to vote.

ⓘ Voter has changed their address within the precinct. Continue to process the voter by touching the green button below. Provide Voter with new voter registration form.

🔍 WRONG VOTER, SEARCH AGAIN

MORE OPTIONS

☑ SELECT BALLOT

149

Voter Signs

Verify signature and issue ballot

Program Card

Insert Voter Access Card

Touch Continue to Program Card

Give voter a Voter Registration Form to complete before voting.

Processing Complete — 79%

VOTER CHANGES

Name
GARY JASON AINSWORTH

Voter ID
299196

Ballot Style
REILY1
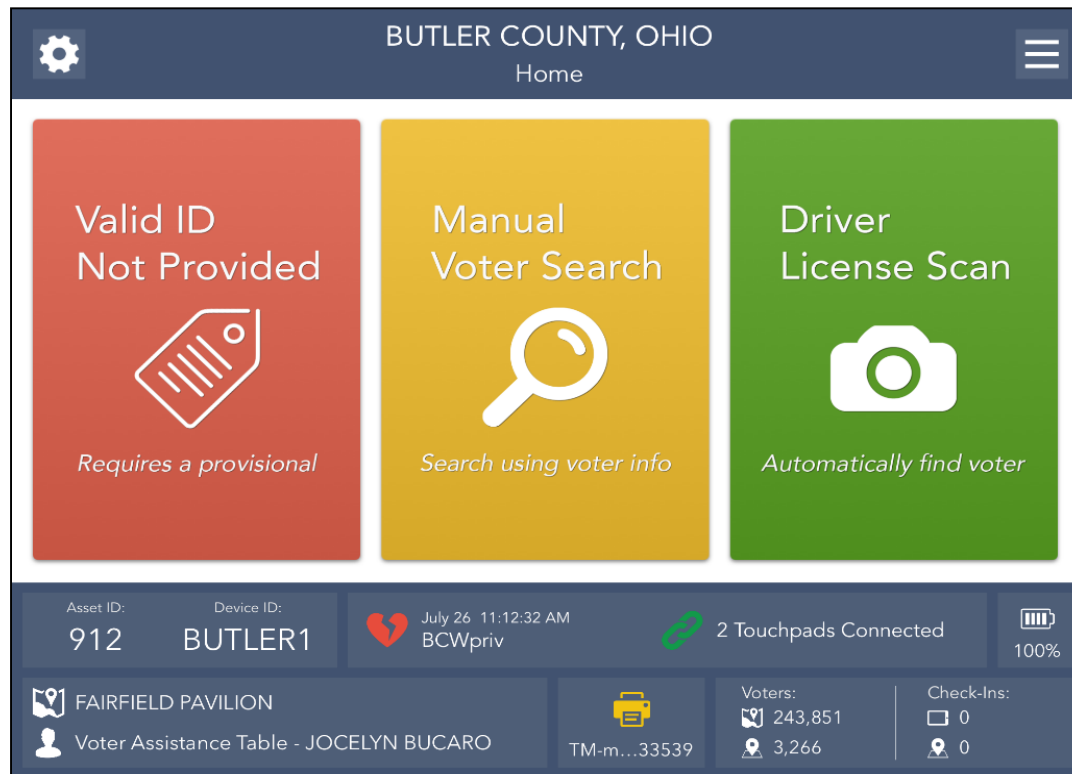
✓ Voter successfully checked in

ⓘ Great Job!

Direct the voter to the TSX machine.

PROCESS NEXT VOTER
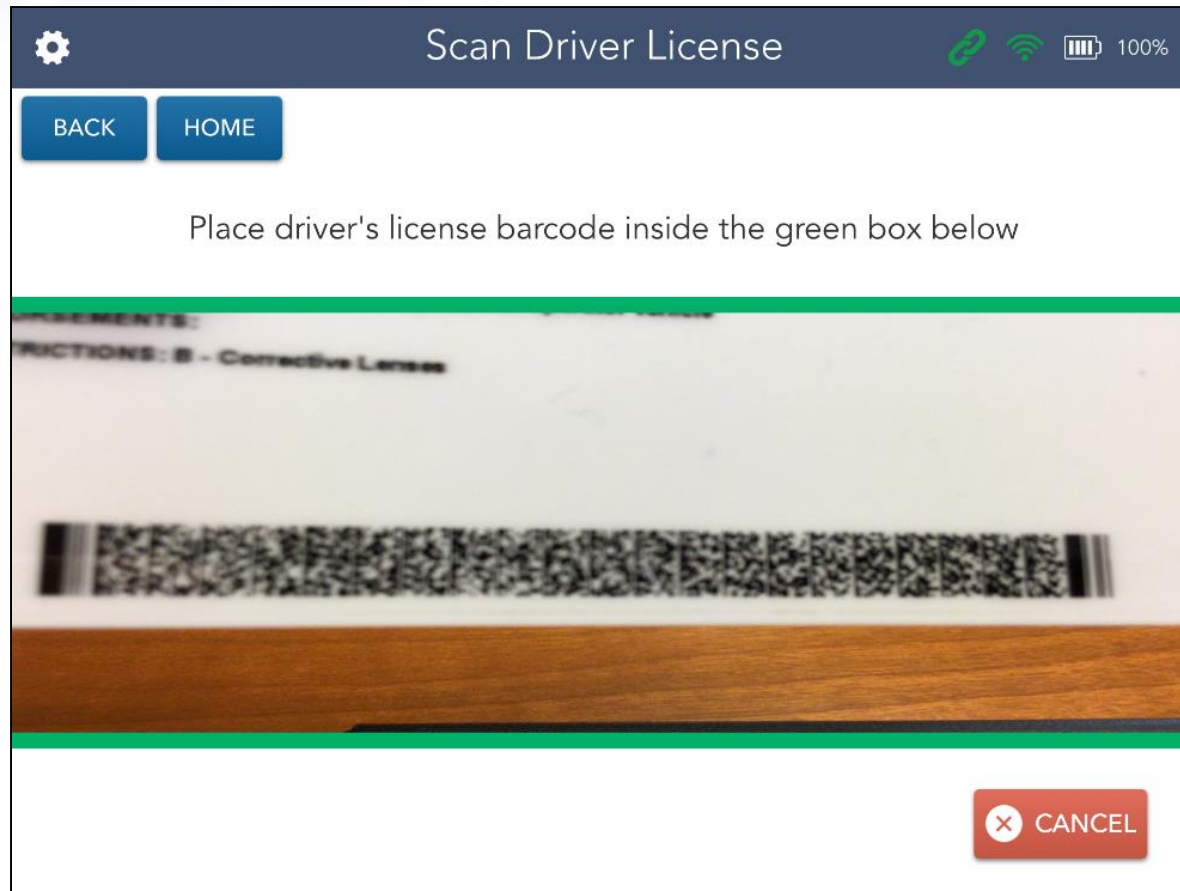
What if the voter's name is not current?

Scan Driver's License or Manual Search with other ID

Ask; current name and address

ASK: What is your name and current address?

Update voter's name

Touch X to clear information that needs updating

Enter voter's new name

Select documentation voter shows as proof of name change

Information is Correct. Touch Continue.

Select Ballot

Voter Confirms

Voter Signs and then Verify Signature

For voters who have proof of name change, the Form 10L will print. Direct Voter to Complete

TRAINING

Issue Ballot

70%

8:01 AM

BACK   HOME

VOTER CHANGES

Name
CARLA J SMITH

Birth Year
1970

Voter ID
230796
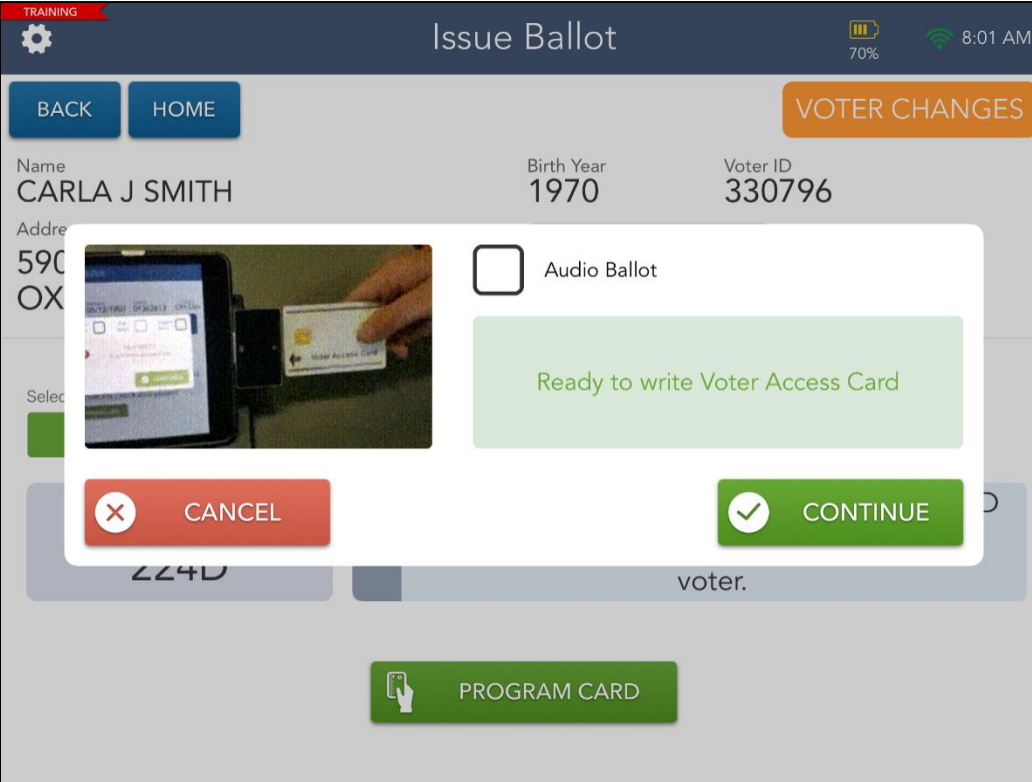
Address
5909 S
OXFOR

Printing 10L

Voter had a name change. Printing the 10L slip. Have voter fill out and hand back slip. Touch REPRINT to reprint slip. Touch CONTINUE to complete.

Select ballot

REPRINT   CONTINUE

CARD
the

PROGRAM CARD

Issue Ballot

Insert Voter Access Card

Voter Processing Complete – Great Job!

174

If voter has no proof of name change, select None when prompted.

For voters who do not have proof, they will be marked not eligible.
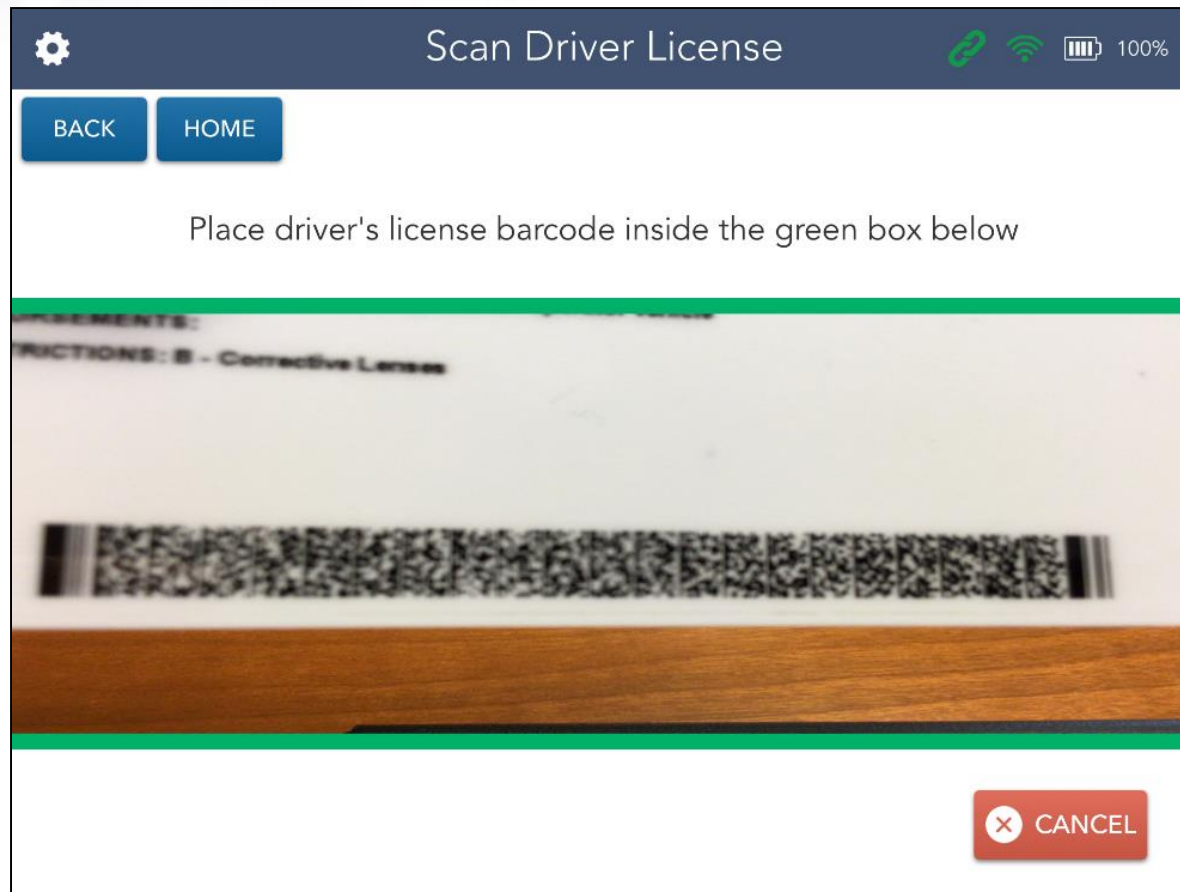
What if the voter is the wrong location?

Scan Driver's License

What if voter is in the wrong polling place?
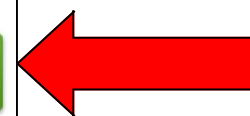
Touch Rotate Screen button to flip screen for voter's view
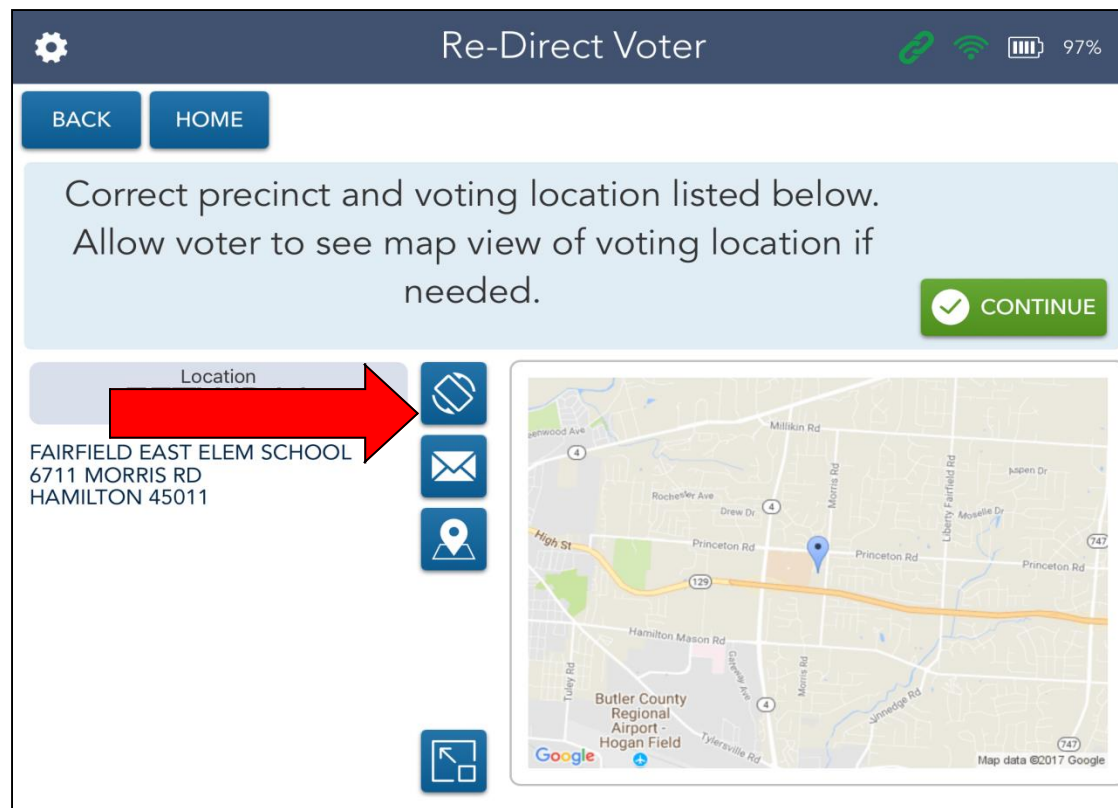
Tilt screen on axis to show voter map view.
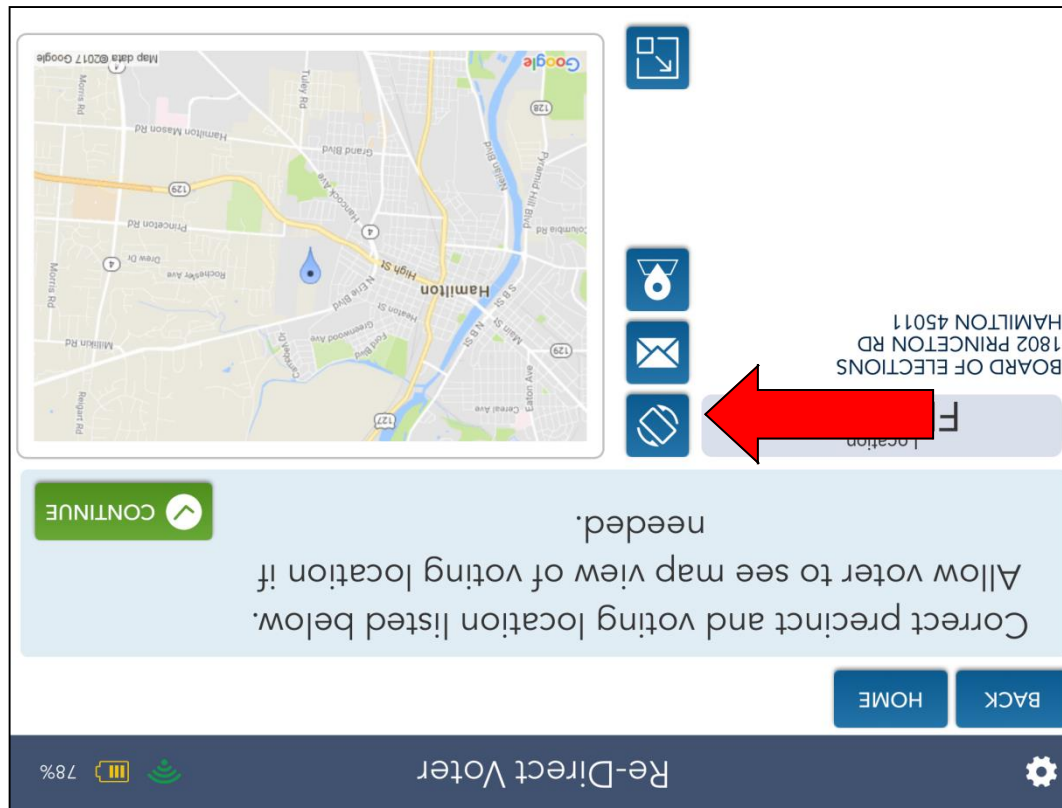
OR Touch Envelope to text or email address to voter
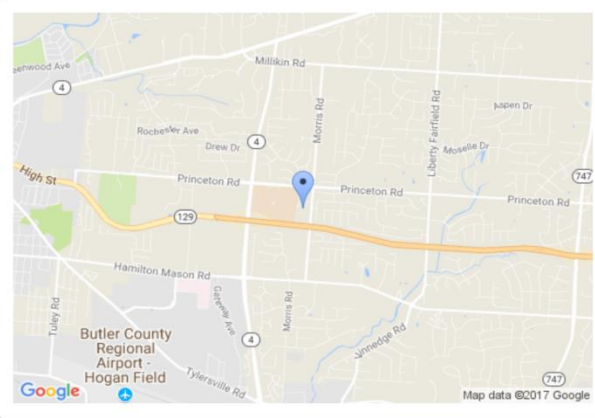
OR Expand Map and Get Turn-by-Turn Directions
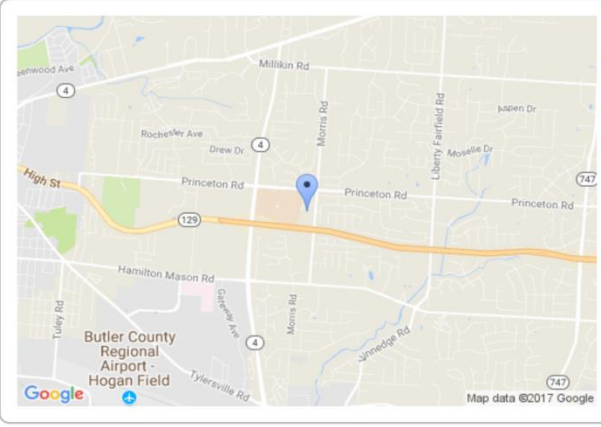
Touch the Blue Print Button to Print Directions

To Email or Text Address to Voter

Finally, touch Continue to print address
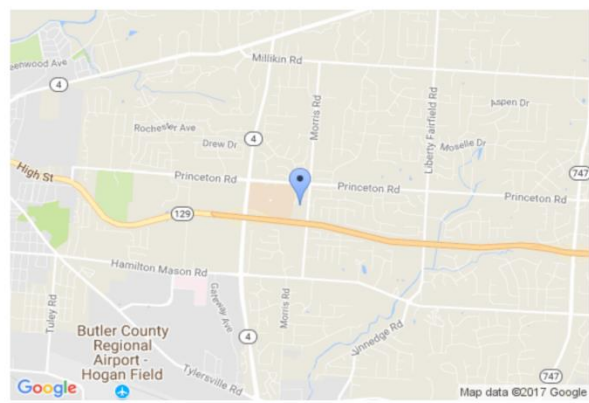
Re-direct slip will print with voter's polling location address
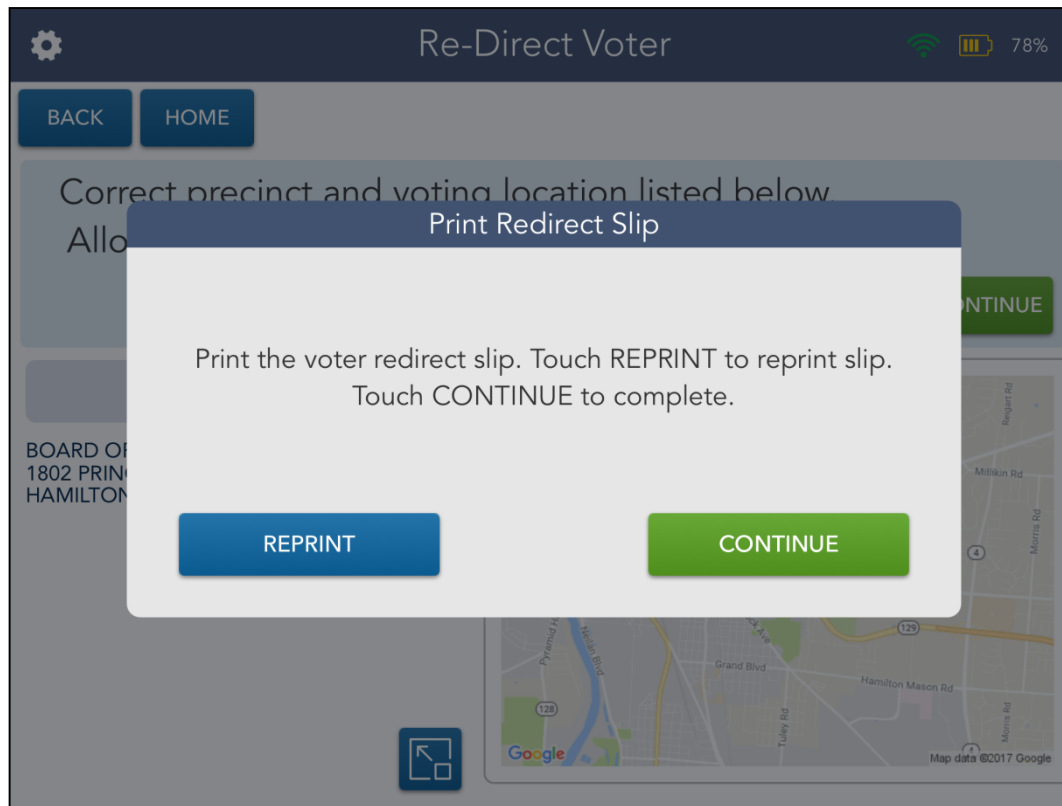
All Finished! Hand re-direct slip to voter.

What if the voter is not found?

Scan Driver's License or Manual Search with other ID

No voter found, Manual Search
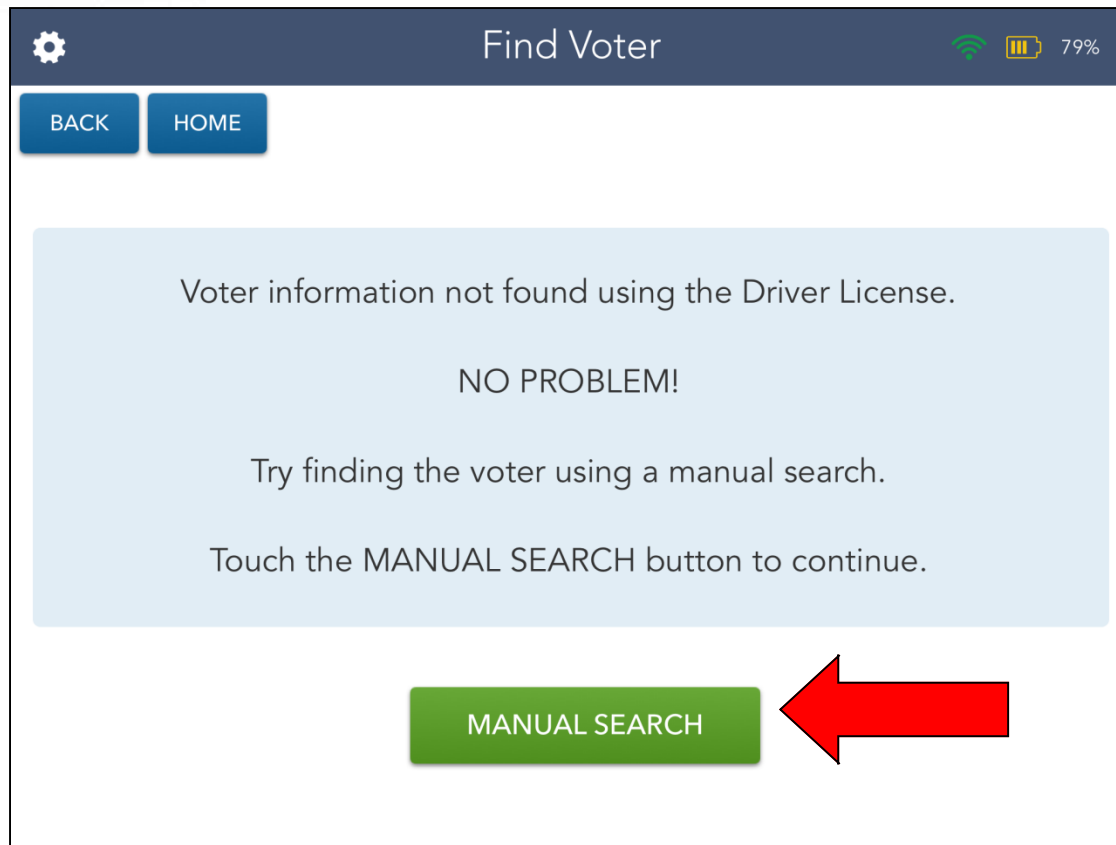
Manual Voter Search

Select Identification

Find Voter

Still not found? Search again using last name and birth year

Enter first 3 letters of voter's last name and birth year

Correct Voter????

No results at this location. Select Not in this Location
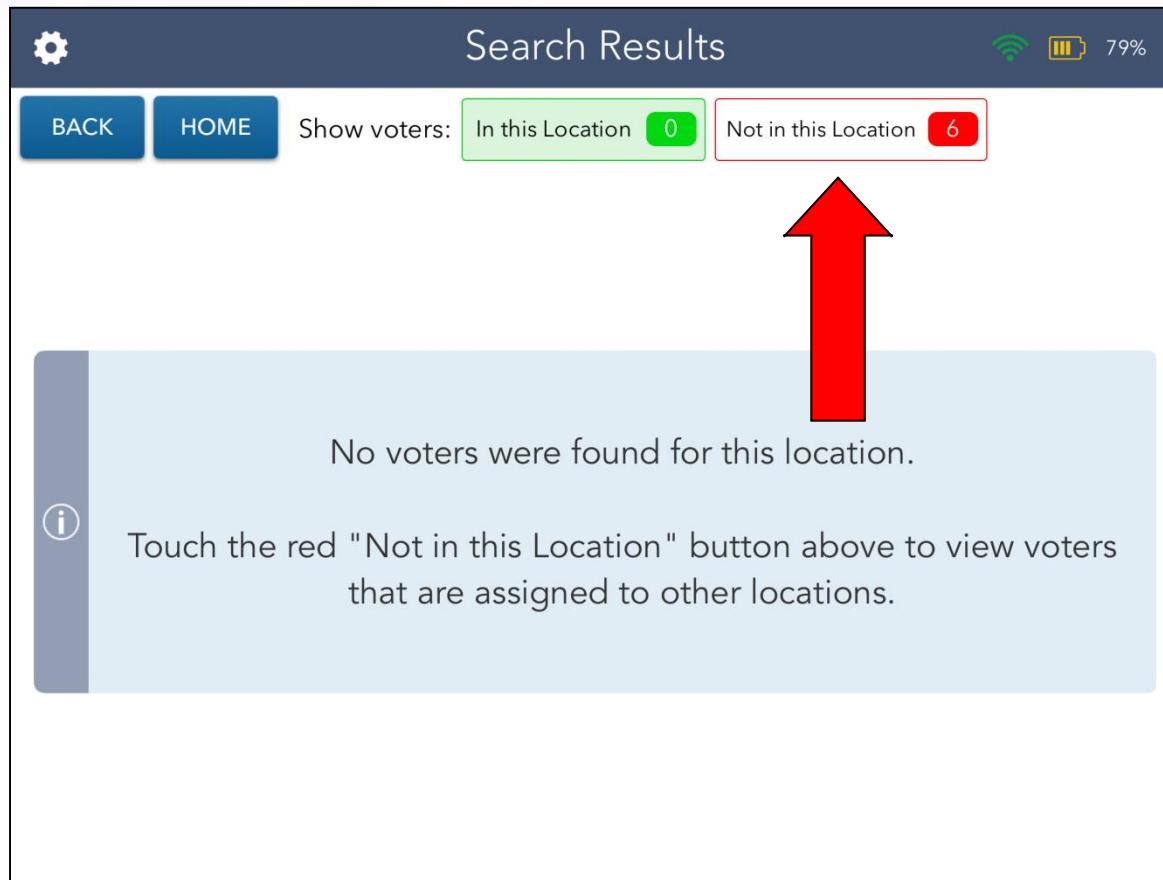
If you locate voter in county results

If voter still not found in county results, touch Home

If voter is still not found, touch Home and Select Voter Not Found in Blue Menu
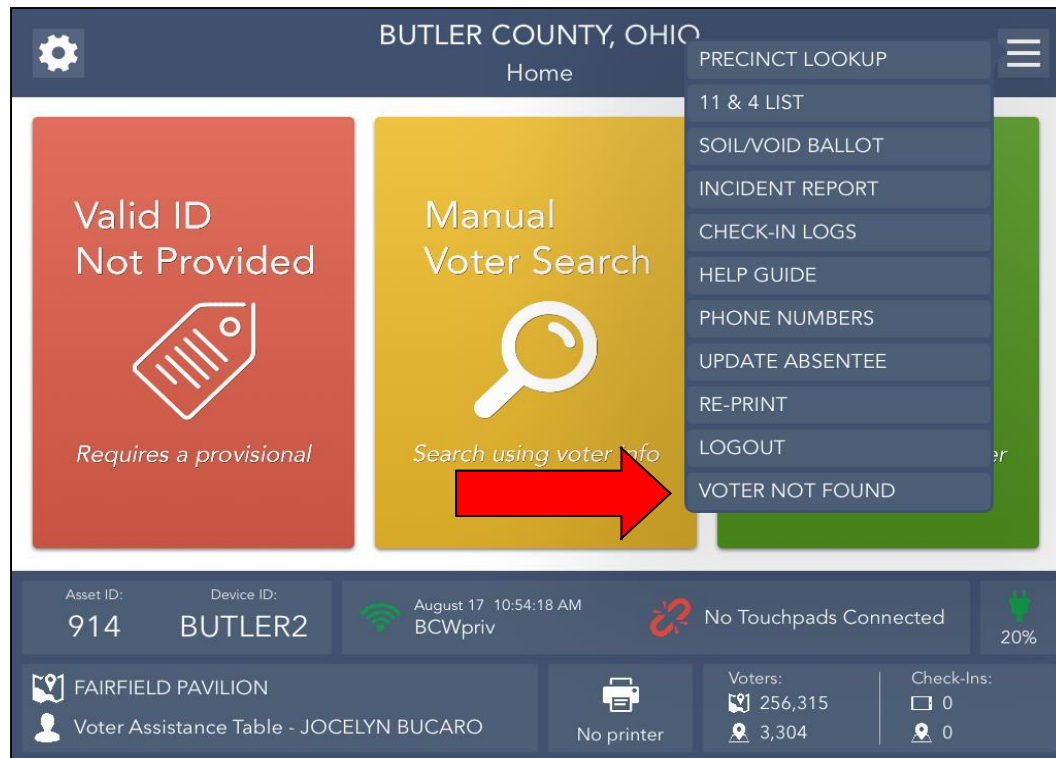
204

Enter apartment number if needed

Information is Correct. Touch Continue.

Process provisional or re-direct to correct polling location

Flip Screen; Voter Selects Party

Voter then signs.

No Signature to verify

Retrieve correct ballot from Ballot Table

Be sure to retrieve correct precinct and party *(Primary Election Only)* ballot.

Retrieve Yellow Provisional Envelope.

Write Precinct in the space provided on the Provisional Envelope.

Have partner verify correct ballot and party *(Primary Election Only).*

Scan Barcode from Ballot Stub

All Done Processing – Great Job!

What if a voter is marked 17-Year- Old?

Scan Drivers License
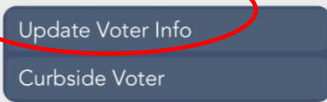
What is your name and current address?

Flip Screen; Voter Selects Party

Voter Confirms

Voter Signs

221

Verify Signature and Issue Ballot

Retrieve correct ballot from Ballot Table

- Be sure to retrieve correct party and precinct ballot.
- Retrieve 17-Year-Old Envelope and voting instructions.
  - o 17-year-old voters may only vote on candidate nominations.
- Write Party and Precinct number in the space provided on the 17-Year-Old Envelope.
- Have partner verify correct ballot and party

Important! Paper ballot automatically selected for a 17-year-old voter

Scan barcode on ballot stub

Great Job!

Processing a Curbside Voter

Curbside Voter

- Voters may need to vote from their car
- Notify Location Supervisor
- See page 36-37 in your manual for instructions on how to process in the E-poll books
- Votes on Paper
- Ballot goes in a white Paper Ballot Envelope

Processing a Curbside Voter

Curbside Voter

- Voters may need to vote from their car
- See page 36 - 37 in your manual for instructions on how to process in the E-poll books
- Votes on Paper
- Ballot goes in a White Envelope

Confirm voter's information is current and voter is eligible to vote.

Flip Screen; Voter Selects Party

Voter Confirms

231

Direct voter to sign. Verify Signature.

Select Paper Ballot.

Return inside polling location to retrieve and scan correct precinct and party ballot

Great Job!

When finished, team of 2 PEOs of opposite party return to voter's card with ballot and white paper envelope.

234

Let's Practice

KEEP CALM AND GO PRACTICE

LS must reissue a Ballot on the E-Poll Book

Your Location Supervisor is the only PEO in your location authorized to reissue ballots.

If your LS is not in the location and you need to reissue a ballot, call the Board of Elections for authorization and then follow the steps on page 42 in your manual.

Reissuing a Ballot on the E-Poll Book

A voter may be reissued a ballot for any of the following reasons:
- Wrong ballot type or party issued
  - e.g. Issued a Card ballot instead of Paper ballot
  - Or if voter selected the wrong party.
- Voter made a mistake on a paper ballot
  - Be sure to place soiled ballot into the Grey envelope on Ballot Table
- Voter Access Card not encoded properly
  - **NOTE:** The Voter Assistance Judges must confirm the voter did not cast the card before you may reissue another card.

Important Reminders about Reissues

Never reissue a voter access card to a voter who has left the check-in area without verifying the voter has not cast a vote on the card he/she first received.

- The Voter Assistance Judge and Location Supervisor should verify the voter did not cast a ballot on the first card.

The law only allows for three attempts to cast a ballot. No voter may be re-issued a ballot more than twice, including either a paper ballot or voter access card.

Special Ballot Considerations

- Split Precincts occur when the boundaries of a precinct do not match the boundaries of another district.

- The LS will be notified if a Precinct is split.

- Two PEOs should verify voter is given correct ballot.

Write-In Candidates

- The Board of Elections will provide a list of names of eligible write-in candidates

- Keep list face down on check-in and provisional tables.

- Offer to voters only when they ask.

- If voter wants to vote for a write-in candidate on voting unit, they must select write-in. A keyboard will appear on the screen for the voter to enter the name of the candidate they wish to write-in.

Managing Your Polling Location

The following people are permitted in your location:

- Voters;
- Children of voters not yet of voting age;
- A person who will be assisting a voter in the voting process at the voter's request;
- Persons checking the official Precinct Voter Registration Lists

With credentials, the following are permitted in the location:

- Press (please notify BOE)
- Observers (may need to be sworn in)
- Employees of the Board of Elections
- Employees of the polling location
- On-duty police officers

Managing Your Polling Location

Who is NOT permitted in your location?

- Candidates or campaign workers who are campaigning or electioneering;

- Pollsters (NOTE: May conduct polling within the 100 foot zone);

- Anyone of voting age who is not voting, who does not have credentials, and is not viewing the official Precinct Voter Registration List that shows who has voted.

Managing Your Polling Location

Campaign paraphernalia

- If a voter arrives to vote wearing a campaign shirt, hat, button, or sticker, respectfully ask the voter to remove or cover the campaign item while in the polling location pursuant to RC3501.35(A). If the voter refuses, you must still permit the voter to vote.

Lines and Wait Times

If all voting units are used at once, monitor how long voters must wait to use a voting unit.

If the wait exceeds 10 minutes, you must notify the Location Supervisor.

- Paper ballots must be offered
- If a voter is taking more than 10 minutes to vote, you and a partner of opposite party (voter assistance judges) should ask if the voter needs assistance.

Refer to page 41 in your manual for guidelines on back up paper ballots and wait time

Observers

• Appointed by political parties, issue committees or groups of candidates

• Are there to OBSERVE

• Allowed in polling place before, during and after hours of voting

• Must not interfere with your job or voters access

• Must present a Certificate of Appointment

• May need to be sworn in (see Oath on page 90)

Posting Lists

Ohio law requires a list of voters who have voted be posted at 11am and 4pm

Refer to page 45 for guidelines on printing the Posting List in the E-Poll Book

Remember: <u>No need to call </u>the Board of Elections to report turnout numbers at 11am and 4pm.

Preparing For Election Day – Monday Evening

Monday Evening

- Follow the Checklists!
  - The Monday Set Up Checklist begins on page 46 of your Manual.
- Monday Evening Duties:
  - Confirm your location is accessible for all voters;
  - Set up voting equipment following guidelines and diagram;
  - Your Location Supervisor will be on hand to assist and direct;
  - Run printer tests on voting equipment to ensure they are set up properly;
  - Set up and log into E-Poll Books
  - PEOs clock in
  - All PEOs will sign Oath Statement.
  - Set up other voter check-in tables

SAMPLE POLLING LOCATION

Voter Access Cards returned

#1 unit closest to door

EXIT

Provisional Review Table

Voter Check In

Paper/Provisional Voting Table

Ballots & Provisional Envelopes

Basics of a Perfect Polling Place:

- PEOs & voters can see who is coming and going
- All voters can easily get into, through, and out of the location.
- Voters can vote with privacy
- Food & drinks are away from voting area & check-in table

251

Step 1: Ensure location is accessible

Outside the Location:

1. Make sure the route for wheelchairs/walkers in the parking lot into the polling place is accessible. Remove potential barriers.

2. Check to make sure accessible parking spaces are marked with vertical signs (including at least 1 "van" sign) and that they are closest to the accessible entrance.

3. Precinct Election Officials must NOT park in those spaces.

4. Make sure directional signs are posted as needed.

5. Make sure doors can be opened with a closed fist.

6. If needed, ensure alternate accessible entrance is unlocked.

Step 1: Ensure location is accessible

Inside the Location:

1. Voters should be able to easily move from the polling location entrance to voting area.

2. Make sure there is a minimum 36" path through the voting area.

3. Ensure accessible tables and voting machines have adequate privacy.

4. Make sure there are no tripping hazards (cords, etc.).

Refer to the checklist in your manual to ensure your location is accessible.

Step 2: Set Up Voting Units

Your Location Supervisor
may demonstrate how to set
them up at your polling
place on Monday evening.

New Voting Units:

There will be a
demonstration at the end of
the class.

Step 2: Set Up Voting Units

Key Reminders:

- Voting units in numerical order

- Unit 1 will be placed closest to the accessible entrance

- Space units 24 inches apart

- Angle voting units for privacy

- Make sure power cords are taped down &

  don't pose a tripping hazard

- Refer to your LS set up diagram

Step 3: Run Printer Test

Test the printer on each voting unit to ensure they are installed correctly.

See the Quick Reference Guide for step-by-step instructions or Page 57 in your manual.

VOTING UNIT ACTIVITY LOG FORM

			Seal #	Signature	Date
BOE	**1a**	Shut and seal Election Data door of voting unit once L&A testing is completed			
	b	Write Seal #, sign & date	#_____61785_____	_Joe Andrews_	10/24/2019
Poll Worker	**2a**	Inspect for tampering			
	b	If tampering has occurred, contact BOE			
	c	If tampering has not occurred, Turn on unit ~ LS Manual Page 11			
	e	Conduct print test ~ LS Manual Page 12			
Poll Worker	**3a**	Tues. a.m. inspect for tampering			
	b	Run zero totals report & sign report			
Poll	**4a**	Tues. p.m. remove seal from Election Data door			
	b	Run END ELECTION closing reports			
	c	Remove flash drive from machine			
	d	Remove VVPAT Paper – seal VVPAT Paper ~ LS Manual Page 19			
	e	Write seal #, sign & date	#_____	_____	_____
	f	Shut and affix seal on Election Data door			
	g	Write seal #, sign & date	#_____	_____	_____

257

Part 3: Tuesday Morning

TUESDAY MORNING CHECKLIST ON PAGE 67.

Print Zero Reports on Voting Units

- Work in teams of two judges of opposite parties

IMPORTANT: By law, each Polling Location must confirm that there are no votes on all voting units prior to opening the polls.

- 6:30 a.m., the Polls must be open with a minimum of one Voting Unit and E-Poll Book working, or must open with Paper Ballots and Voter Registration List.

Closing The Polls

Ballot Accounting

- Log out on all E-Poll Books.

- LS and DJ complete the Ballot Accounting on the E-Poll Book.

- Complete Ballot Accounting on only One E-Poll Book

ICX Ballots Voted Tally Log

Two judges of opposite party should record ballot counts from each ICX unit as End Total Reports are running.

ICX Ballots Voted Tally Log

Polling Location: BOGAN ELEMENTARY SCHOOL

After polls close, use this form to record the total number of ballots voted on each electronic voting unit (ICX machine) at your polling location. This form is to be completed before memory cards are removed from the voting units.

Locate the number of ballots on each voting unit at the bottom center of each machine. See the picture at the bottom for reference.

Machine No.	Ballot Count	Machine No.	Ballot Count	Machine No.	Ballot Count	Machine No.	Ballot Count
0		12					
1		13					
2		14					
3		15					
4		16					
5		17					
6		18					
7							
8							
9							
10							
11							

Total Ballot Count =_____   **Date:_____**
(Add all ballot count numbers and record on Ballot Accounting Report; place this form in the White Binder when finished.)

Ballot Count located in bottom center of Voting Unit Screen.

Step 1: Log Out on All E-Poll Books

Step 2: Touch Close the Election
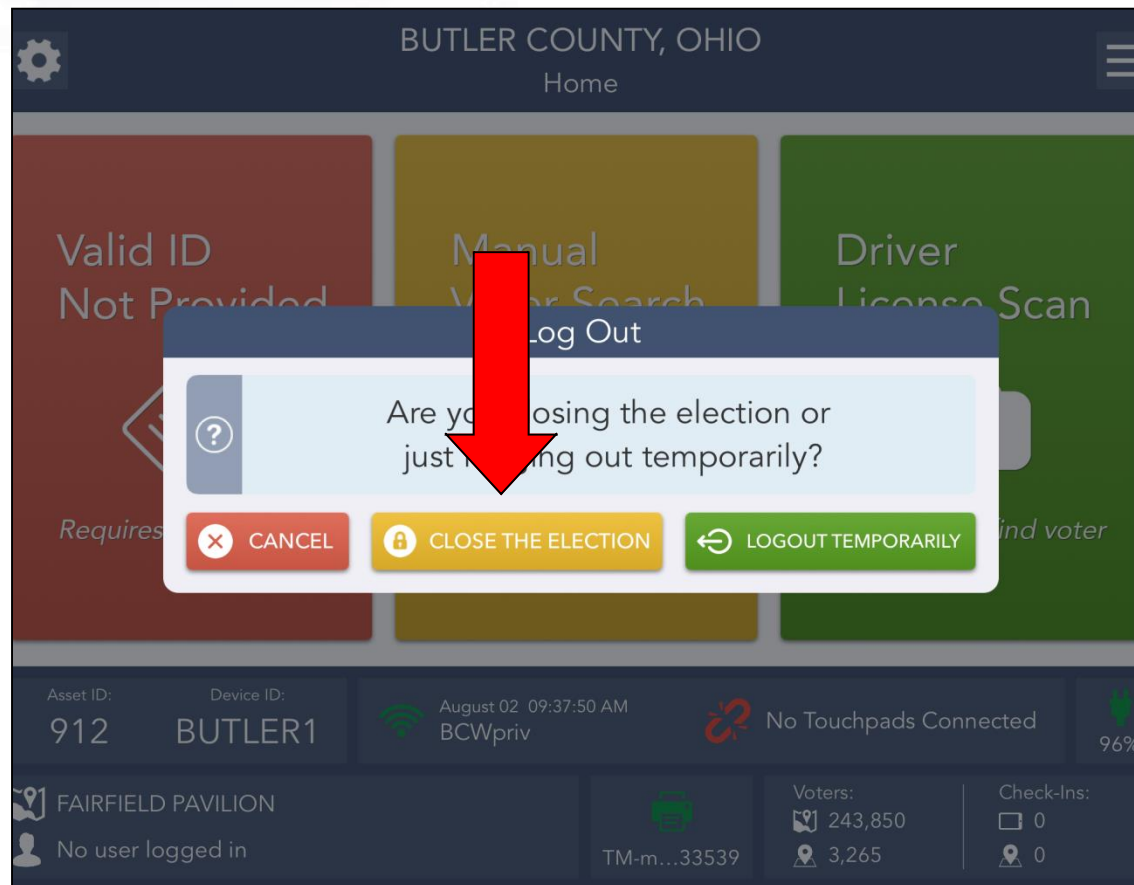
Step 3: Touch Yes
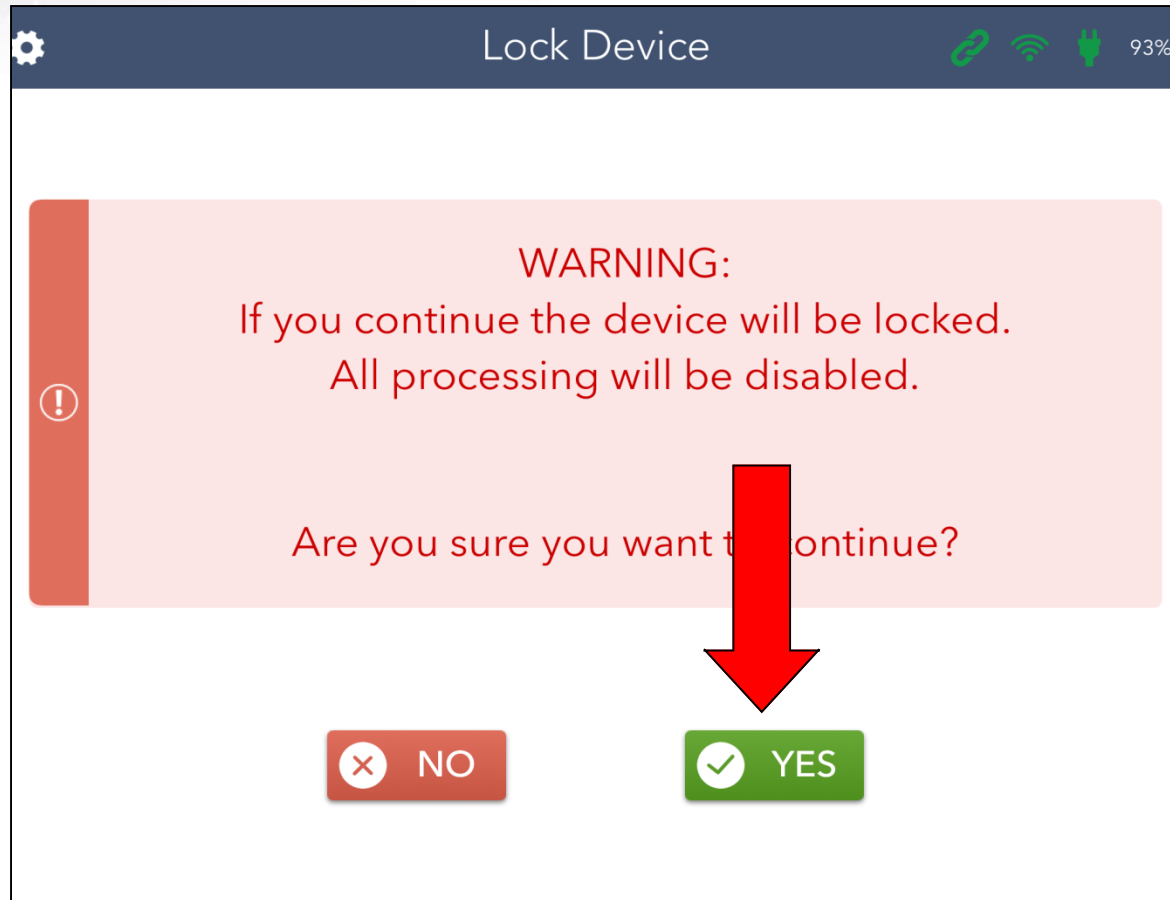
Step 4: Enter LS & DJ Passwords

Step 5: Touch Home

End Voting and Packing Flash Drives

Step-by-step instructions begin on Page 82

Print TWO End Total Reports.

- 1st report runs and must be signed Note: Do not tear, Close door!
- 2nd report runs and is torn off and hung outside polling place

Remove spindle and seal each VVPAT roll with label. Record label on Activity Log, pull spindle apart and pack VVPAT roll in paper tape results bag.

Remove each flash drive, count at least 3 times, and pack in USB drive bag.

Running End Total Reports

☐Follow Instructions on Page 73 on running end total reports.

Packing the E-Pollbooks

- Follow instructions in your manual to pack the electronic poll books.

- Complete Supply Inventory to ensure all supplies returned.

Pack Remaining Signs and Supplies

- Follow check list on page 74 to pack all ADA equipment, signs and remaining supplies.

Return to Board of Elections

USB Drive Bag

Paper Result Bag

E-POLL BOOK CASES

BLUE SUPPLY BAG(s)

YELLOW BALLOT BAG(s) (LOCKED)

Remains At Location

☐SMALL RED SUPPLY BAG

☐LARGE RED SUPPLY BAG

☐VOTING STORAGE CARTS

☐ADA BOX (if applicable)

☐VOTE HERE SIGN
Placed on top of voting storage cart

What to do if a Court Order is Issued

All voters arriving after 7:30 must vote provisional

Use the e-poll book to check in all voters.
- All voters must vote in correct location
- Write on the top of the provisional envelope

"After Close of the Polls by Order of the Court"

All Provisional Requirements Apply

Process same as all other provisional voters

- Must complete envelope correctly

- Must receive correct ballot

- Write precinct and party (primary only) on top right of envelope

Write "After Close of Polls by Order of the Court" on the top front of each provisional envelope cast under court order.

After closing time, proceed with closing procedures

Emergency Preparedness

Medical Emergency – call 911; then call Board of Elections after situation under control

- Take a moment on Monday evening to locate an AED at your location to be prepared to retrieve in the event of a medical emergency

If Electricity goes out:

- Power down half of the voting units (ICX) and half of the E-poll books
- Call BOE to report; we can get you a generator if needed

Emergency Preparedness

Evacuation of polling location
- Don't panic – your and voters' safety is paramount
- <u>If you can safely</u>, gather:
  o Yellow Ballot Bag
  o Paper Ballots
  o At least 1 E-poll book
  o Provisional envelopes
  o All flash drives from the voting units (if possible)
- Go to safe location
- Call BOE as soon as you safely can

Emergency Preparedness

Precinct Election Official or Voter injury

- If needed, call 911 and seek medical attention

- Call BOE

- Collect details from all witnesses, including witness names, phone numbers, and details of what happened in case further investigation is needed

Early Voting Hours

The Board will be open for in-person early voting during the following hours:

Week 1: February 19 - February 21
8:00 a.m. to 5:00 p.m. on each weekday (Wednesday through Friday)

Week 2: February 24 - February 28
8:00 a.m. to 5:00 p.m. on each weekday (Monday through Friday)

Week 3: March 2 – March 7
8:00 a.m. to 5:00 p.m. on each weekday (Monday through Friday)

8:00 a.m. to 4:00 p.m. on Saturday, March 7

Week 4: March 9 – March 15
8:00 a.m. to 7:00 p.m. on each weekday (Monday through Friday)
8:00 a.m. to 4:00 p.m. on Saturday, March 14
1:00 p.m. to 5:00 p.m. on Sunday, March 15

Week of Election Day: March 16
8:00 a.m. to 2:00 p.m. on Monday, March 16

Voters may also vote by mail:

Complete and send an application by noon on Saturday, March 14, 2020. An application may be downloaded from our website: elections.bcohio.us, or voters may call the Board of Elections to request an application at (513) 887-3700.

Open House

Who: Any Precinct Election Official working the election

Where: The Board of Elections Office

1802 Princeton Rd. Ste. 600

Hamilton, Ohio 45011

When: Thursday, March 5, 2020, 9:00am – 4:00pm

Friday, March 6, 2020, 9:00am – 4:00pm

Saturday, March 7, 2020, 9:00am – 4:00pm

Set Up Voting Units

Demonstration

Practice

PEO Assessment

PLEASE

Work on the assessment individually

Put your name on your paper and then
turn in to a trainer

Do NOT take our highlighters and please
leave the pens

Take only the notes you took and leave
the rest of the notepad for the next class

Thank you for your time and effort!!